



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20240



IN REPLY REFER TO:

National Policy Memorandum

Number: NPM-EDUC-7

Effective: February 27, 2006

Expires: February 27, 2007

Title: Policy Guidance for Loss of Travel Charge Card Privileges

1. Purpose

The Office of Indian Education Programs (OIEP) is providing policy guidance governing employee loss of Travel charge card privileges on individually-billed, Government-sponsored travel charge cards consistent with the Travel and Transportation Reform Act (TTRA) of 1998 and Amendment 90 to the Federal Travel Regulation (issued on January 19, 2000) for OIEP employees required to travel as part of position duties, to meet the requirements of the agency.

2. Scope

The provisions of this policy guidance are specifically applicable to employees of Bureau of Indian Affairs (BIA) operated schools and employees of the OIEP.

3. Policy and Procedures

In accordance with the relevant Financial Administration Memorandum (FAM), and section 2.15 of the United States Department of the Interior Integrated Charge Card Program Guide, the loss of travel charge card privileges could pose a hardship on the employee if he/she is required to travel frequently as part of position duties. Employees who lose their charge card privileges due to misuse or account delinquency will be required to use their personal funds to finance expenses for official travel, with the exception being transportation (airline tickets), which must be purchased using the Government corporate account. When personal funds are used, employees will be reimbursed through the travel voucher process.

In case of extreme hardship, employees who have lost charge card privileges may request written approval for a travel advance on a trip-by-trip basis from the Assistant Secretary - Indian Affairs or the Director, OIEP. Consideration of such requests will be made on a case-by-case basis, and approval should not be assumed.

4. Roles and Responsibilities

Director, Office of Indian Education Programs (OIEP) The Director, OIEP is responsible for final approval of the OIEP travel policy, consistent with the delegated authority identified in 230 DM 1, and submission of final policy to Deputy Director, OIEP.

Deputy Director, OIEP The Deputy Director, OIEP, is responsible for the annual review of the policy for overall management improvement. The Deputy Director, OIEP, is also responsible for monitoring the Education Line Offices for adherence to the policy.

Education Line Officer The Education Line Officer is responsible for ensuring OIEP travel policy is in place at the schools.

School Principals The school principals are responsible for ensuring their employees' adherence to the travel card policy and taking the necessary prescribed disciplinary action when the policy is not followed.

5. Approvals

/sgd/ Sharon Wells

for Director, Office of Indian Education Programs

_____ Date